

Retention and Classification Report

Agency: Department of Workforce Services. Monticello Employment Center (1920)
16 East 300 South
Monticello, UT 84535
435-587-2016

Records Officer Amanda McPeck

19250	Client case files
19255	Food stamp case files
17859	Self sufficiency files

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19250

3

TITLE: Client case files

DATES: 1990-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS), and now provided by the Department of Workforce Services.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 09/09/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19250

TITLE: Client case files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19255

3

TITLE: Food stamp case files

DATES: 1990-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These are files that show the distribution of food stamps to eligible clients. Clients must pass a needs test and meet income standards set by both the federal government and State of Utah.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 8.

AUTHORIZED: 09/09/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Administrative

This disposition is based on the Food Stamp Intergovernmental Records Schedule (1995) which specifies these records should be retained for 2 years.

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 19255

TITLE: Food stamp case files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 17859

3

TITLE: Self sufficiency files

DATES: 1990-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These files are used to monitor initially Family Support, now The Dept. of Workforce Services, client cases and their progress. They also document the self sufficiency and child income eligible child care programs.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 5.

AUTHORIZED: 08/14/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Monticello Employment Center

SERIES: 17859

TITLE: Self sufficiency files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (1995(